

Minutes of the meeting held at the Village Hall on Tuesday 28th May 2019.

The Chairman opened the meeting at 7.17 pm.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Green, Cllr. George, Cllr. Jemison, Cllr Nicholls, Cllr. Mrs Gajewicz and Cllr. Grabowski

19/84 1 **Recording the Meeting**

The right to record, film and to broadcast meetings of Bishopthorpe Parish Council, its committees, sub committees and any joint committees is established under the Openness of Local Government Regulations 2014. Bishopthorpe Parish Council is committed to being open and transparent in the way it conducts its decision making and therefore such recording is permitted under the lawful direction of Bishopthorpe Parish Council. Full rules for recording are available from the Clerk and those people recording any meeting will be deemed to have accepted them whether they have read them or not.

All recording must be undertaken in an obvious way and the wishes of any members of the public who do not want to be recorded must be respected. All persons recording the meeting are reminded that the 'Public Participation' period at the beginning of the meeting is not part of the formal meeting.

19/85 2 **Apologies for absence.**

Cllr. Mrs Conley

19/86 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. No matters were declared.

19/87 4 **Minutes of Meeting 23rd April 2019.**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. George. Carried unanimously by all who attended the meeting.

19/88 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **10 Ebor Court.** Replacement of existing timber windows with UPVC windows to ground floor. 19/00420/FUL. No Objection

5.1.2 **1 Keble Park South.** Two storey front extension. 19/00655/FUL. No Objection

5.1.3 **1A Keble Park North.** Two storey side extension and single storey rear extension. 19/00756/FUL. No Objection

5.1.4 **19 Keble Park Drive.** First floor side extension over existing garage. 19/00782/FUL. No Objection

452 Notice of decisions given (*Parish Council decisions are highlighted in red*)

5.2.1 **Woodthorpe Dental Practice, Sim Balk Lane. Single storey extension to side and rear.** 19/00377/FUL. Application withdrawn.

- 5.3 Large Householder Extension Notifications
- 5.3.1 **Fairmead, 21 Coda Avenue.** Hip to gable roof extension and rear dormer. Decision: constitutes permitted development without the need for planning permission
- 5.3.2 **The Manor Barn, Middlethorpe.** External alterations and associated works to existing outbuildings, including conversion of park of existing barn into self-contained living accommodation and reconfiguration of existing driveway. 19/00429/FUL. Household approval.
- 5.4 Other Planning Matters
- 5.4.1 **Section 53 Wildlife and Countryside Act 1989** – Notice of an application to record a public footpath between Chantry Lane, Bishopthorpe and Acaster Malbis 3. Letter received from City of York Council dated 28th January 2019 – Nothing to report.
- 5.4.2 *Invitation to Mike Slater of City Council Planning Department to attend an on-site meeting at Greenfield, Sim Balk Lane* – Cllr. Mrs Conley reported by email before the meeting that she has re-issued the invitation to Mr Slater, from the City Council Planning Team, to attend an on-site meeting at the site of Greenfields on Sim Balk Lane.
- 5.4.3 *Comments not appearing on planning responses.* – Cllr. Mrs Conley, reporting by email before the meeting, confirmed that this issue is now resolved.

19/89

6 Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Jemison reported that the Village Hall Caretaker, Peter Salter, has tendered his resignation (effective from the end of June 2019) due to other work commitments. Recruitment for a replacement will begin immediately. **Action All Councillors**
- It was reported that the Caretaker has not booked the Apple Pressing Day in the diary on the Sunday 13th October as requested by Cllr. Mrs Green (in November 2018). The date is now double-booked with the Ebor Players. It was agreed, that on this occasion, the Ebor Players will be asked to vacate the hall for this one Sunday as it is important that the Apple Pressing Day is held in a central village location. **Action Cllr Harrison**
- 6.1.2 *Masonry paint (Village Hall frontage) and rear of building, replacement / repair of guttering* – Cllr. Jemison confirmed that he is investigating possible contractors for these jobs.
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – Progress has been made with the agreement on wording of the lease to be issued to Play Group.
- An email has been received from the Chair of Bishopthorpe Play Group requesting a donation from the Parish Council of £1,000 towards the installation of double glazing in the Sports Pavilion. It is noted that Play Group has reported cash resources of £72.4k in their latest audited accounts, dated July 2018 (an increase from £58.2k reported for the year before). During the same financial period the cash resources of Bishopthorpe Parish Council were £45k. It was agreed that a meeting with the Chair of Play Group should be

arranged to discuss why their reserves are maintained at such a high level (and are increasing) and as such, if a request for a donation towards the cost of the windows from the Parish Council can be justified.

- 6.2.2 *White Rose Donation* – The Football Club will attend the June meeting of the Parish Council.
- 6.2.3 *Update on damp problem* – Mark Webster Plumbing has been contracted to undertake the repairs.
- 6.2.4 *Non-payment of precept by White Rose Football Club (£340.00), BUFC (£700.00) and Bishopthorpe Cricket Club (650.00)*. It is unacceptable to the Parish Council that this year's precepts have not been paid by the sports clubs. This issue will be included on the Agenda for June when the Football Clubs attend the meeting. Should they not pay their annual precept, the amounts may be deducted from any future donations made to them.

Cllr Nicholls offered to contact the Cricket Club to request their payment –
Action Cllr. Nicolls

6.3 Finance Committee

- 6.3.1 *Committee Report* – Following a meeting of the Committee on 22nd May, Cllr. Harrison reported that the Internal Auditor, Dan Pearson of Price Waterhouse Cooper, found no issues with the draft accounts and was happy to sign them off.
- 6.3.2 *Request from Savills to increase the Glebe annual rent to £500: currently £450 since 2015 (£250 from 2005-2015)* – It was agreed that this increase will be allowed. **Action Clerk.**
- 6.3.3 *Approval of Accounting Statement 2018/19* – The annual governance statement was approved by Bishopthorpe Parish Council. **Action Clerk.**
- 6.3.4 *Approval of the Audited Accounts for Bishopthorpe Parish Council for the year ending 31st March 2019* – The Chairman and the Clerk signed the Annual return for the financial year ended 31 March 2019 to certify that the accounting statements present fairly the financial position of Bishopthorpe Parish Council and its income and expenditure. **Action Clerk.**

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – A written agreement has been made with York Marine Services that utilities for the new restaurant at the bottom of Ferry Lane, will be allowed to cross the Parish Council owned car park but they must terminate on land owned by York Marine Services.
- 6.4.2 *Riverside caravan site and tents* – A letter was sent to York Marine Services dated 2nd May asking for written assurance that 'there will be no tents or caravans allowed to pitch in the ings field'. Verbal agreement has been given by the owner and Cllr. Jemison will chase for the written agreement. **Action Cllr Jemison**
- 6.4.3 *Moorings and sight of river* – A reply has been received from the Charity Trustees, one of the owners of the moorings, in which it states that in the Terms and Conditions issued to all their tenants the following clauses appear:

- i. *No stockades or palisades are to be erected or replaced without permission*
- ii. *Gates should be as discreet as possible*
- iii. *Shelters and sheds on the bank should be kept to a minimum and avoided where possible*

It was not reported whether action will be taken against tenants disregarding these terms.

York Marine Services also own moorings along the river and are currently seeking to re-issue a set of new agreements to all moorings holders and insist that the existing fencing is removed.

- 6.4.4 *Ferry Cottage and new mooring* – Cllr. Harrison reported progress with the lease for a new mooring that is to be offered to the owner of the Ferry Cottage site.
- 6.4.5 *Under payment of precept from York Marine Services (£630.00)* – Having checked the lease agreement, Cllr. Harrison reported that the Parish Council is not obliged to pre-notify any rent increases. A second invoice will be issued to York Marine Services requesting payment of the outstanding balance. **Action Clerk.**

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly park inspection update* – Cllr Grabowski reported no issues from the park inspection this month. However, it was suggested that the worn turf on top of the small tunnels should be replaced with artificial turf which should be more resilient. Cllr. Jemison offered to source a (potentially free) supply of artificial turf and seek an installation team. **Action Cllr Jemison**

The inspection kit was passed to Cllr. Mrs Gajewicz for the month going forward.

- 6.5.2 *Email regarding ‘Gardeners in the Park’* – A reply has been sent to the villager who raised this issue and the gardener in question has been contacted.
- 6.5.3 *Damage to perimeter fence* – This has been repaired.
- 6.5.4 *Damage to vertical logs* – The damaged logs have been replaced.

6.6 Allotments

- 6.6.1 *Monthly update* – Cllr. George reported that there are eight people on the waiting list.

Cllr. George will investigate installation of a bank of compost bins (either with Brunswick Organic Nursery or City of York Council) to prevent the illegal dumping of rubbish on the embankment. **Action Cllr George**

6.7 Senior Citizens Support and Vernon House

- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that she is looking in to the practicalities of a wi-fi connection at Vernon House.

6.8 Web Page Management

- 6.8.1 *Monthly update* – The page is up to date.

- 6.9 Bishopthorpe Library
 - 6.9.1 *Monthly update* – Permission will be granted to the Library for the ‘*Big Sing*’ event to be held in the Sensory Garden on 29th July. **Action Cllr Mrs Green**
 - 6.9.2 *Christmas Tree electricity supply* – Explore has granted permission for the Christmas tree to be powered by the Library power supply. The Parish Council contract with Npower will be terminated following notification from Richard Williams Electrics.

- 6.10 Environmental, Sustainability and Accessibility Issues
 - 6.10.1 *Monthly Report* – The next event in the diary is the Apple Pressing Day on Sunday 13th October – *venue to be confirmed*.

- 6.11 Community Emergency Planning
 - 6.11.1 *Monthly update* – Cllr Nicholls reported that the Plan has almost been finalised. There is a general call out for more volunteers to come forward to help.

- 6.12 Bishopthorpe Orchard
 - 6.12.1 *Committee Update* – Cllr. Mrs Green reported that a newsletter has been prepared and will be available at Bishopthorpe Gala. The Orchard Project is keen to locate former orchard sites in the village.

The purchase of apple pressing equipment is currently being investigated by the project for on-going use annually.

19/90 7 **Financial Transactions**

7.1	<u>Payments to approve</u>		
7.1.1	Cheque / Direct Debit payments		
	Amounts paid		
	Monthly direct debit to E-On Sports Pavilion Electricity		418.00
	Monthly direct debit to E-On Village Hall Electricity		94.80
	Monthly direct debit to E-On Village Hall Gas		203.00
	Total Amount paid		£715.80
7.1.2	On-Line Banking payments		
	Amounts paid		
	Clerk’s Salary		681.00
	Clerk’s Expenses- (<i>Stamps & Special Delivery £29.64</i>)		29.64
	Village Hall Caretaker / Booking Secretary		437.50
	Village Hall Caretaker / Booking Secretary expenses		22.94
	Julie Bradley - Vernon House Caretaker		250.00
	Carol Henk – Sports Pavilion cleaning		150.00
	Martins of York Ltd – Skip hire for allotment bank clearance		216.00
	Dennis King Electrical Ltd – 5 Year test of Sports Pavilion		573.00
	Sports Turf Services – Three grass cuts to Ferry Lane		201.60
	Playdale Playgrounds Ltd – New Green Assy Net and various repairs		1,125.11
	Yorkshire Water – Sports Pavilion		8.39
	Yorkshire Water – Vernon House		21.56
	Richard Edmondson – call out to ladies’ WC – Vernon House		84.00

BHIB Insurance – Local Council’s Insurance Renewal (£2741.43 2018/19)	2,421.20
Community First Yorkshire – Event fee “Creating a Culture of Curiosity”	24.00
Ainsty Landscapes – Ferry Lane hedge trim and grass cuts	325.00
Mirfield Tree Services – removal of wind-blown tree by riverside	650.00
Landscape Seeding Services Ltd – supply and erect new fence, logs and edging boards	1,128.00
Andy Powel – Sensory Garden gate	111.00
Campaign to Protect Rural England Annual Subscription	36.00
Npower – Sensory Garden ground floor electricity supply – 13/2 to 16/05	84.93
Bishopthorpe Orchard – Fulprint – 200 Leaflets	52.00
Bishopthorpe Orchard – P Territ – Supply and Installation of wire fencing	975.00
Bishopthorpe Orchard – Wolf Garten Tools UK – tool order	184.80
Bishopthorpe Orchard – Vistaprint, White nylon rope order	44.37
On-line payment total	£9,837.04
Payment Total	£10,552.84

7.2 Income Total

Vernon House – February takings 1	245.00
Vernon House – March takings 2	259.00
Village Hall Management Committee April takings	601.00
Bishopthorpe Pre School Play Group Quarterly rent for Sports Pavilion	1,300.00
York Marine Services – Annual precept	3,470.00
City of York Council - First precept instalment	15,000.00
New Allotment let – Plot 23a Acaster Lane	10.00
Village Hall Management Committee – May takings	150.00
Income Total	£21,035.00

Approval of financial transactions proposed by Cllr Nicholls and seconded by Cllr. Mrs Gajewicz. Carried Unanimously.

19/91 8 **School Governors**

- 8.1 *Infants School* – Nothing to report.

- 8.2 *Junior School* – Cllr. Harrison attended a recent meeting of the Junior School Travel Group. The Group were pleased to note that the Police recently conducted a speed check on cars travelling over Appleton Road bridge.

It was also reported that the school are embarking on a new fund-raising exercise to build a library in the old swimming pool changing room. It was suggested that the Ward Committee should be approached for funding.

19/92 9 **Parish Council Youth Awards**

- 9.1 *Committee Report* – Nothing to report.

19/93 10 **Pinfold**

- 10.1 *Committee Report* – Nothing to report.

19/94 11 **Sensory Garden**

- 11.1 *Committee Report* – Nothing to report.

- 11.2 *Mosaic* – Following the resignation of Brian Mellors from the Parish Council in April the

repairs to the damaged mosaic remain uncertain. Cllr Grabowski suggested that it may be a project the Junior School could undertake. Cllr. Mrs Gajewicz offered to email the Headteacher to put forward the idea. **Action Cllr Gajewicz.**

- 19/95 12 **Police Liaison**
- 12.1 *Ward Manager's Report – point raised by a villager regarding confidentiality of the report* – It was agreed that the Parish Council will no longer publish the details contained in the Police report in the minutes, with immediate effect, to protect the privacy of villagers.
- 19/96 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – The next meeting will be held on the 6th June and will be attended by Cllr. Harrison.
- 13.2 *Training Programme, June to November 2019* – Noted.
- 13.3 *Neighbourhood Planning Programme Update*- Noted.
- 13.4 *YLCA Branches – Appoint a Council Representative(s)* – Cllr. Harrison is the representative of Bishopthorpe Parish Council
- 13.5 *3 May bulletin from the Chief Executive of the National Association of Local Councils* – Noted.
- 13.6 *10 May bulletin from the Chief Executive of the National Association of Local Councils* – Noted.
- 13.7 *Celebrating the 75th Anniversary of VE day – 8th May 2020* – Noted.
- 13.8 *York Branch meeting, 6 June at Huntington Community Centre, 7.00pm* – Noted.
- 13.9 *Spotlight on Northern Councils* – Noted.
- 19/97 14 **Highway Matters**
- 14.1 *Acaster Lane bus stop / bus box request* – Nine photographs of parked cars causing obstruction around the bus stop (taken on different days, at different times) were sent to the City Council with a request for a bus clearway box to be painted on the road. The illegal parking, which has been noted on numerous occasions, is causing a serious obstruction in this area. However, the reply received from the City Council stated that “*they have not witnessed any parking on any of my visits (during opening hours for local amenities) this suggests the issue is intermittent*”. Cllr. Harrison offered to contact the City Council to discuss further. **Action Cllr Harrison**
- 14.2 *Request from City of York Council re The Courtyard for parking restrictions* – Cllr. Harrison offered to reply to the City Council as it is believed they have misunderstood the issue. **Action Cllr Harrison**
- 19/98 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 Cllr. Harrison reported that he has been in conversation with the Environment Agency regarding the Bishopthorpe Flood Alleviation Scheme. The main facts

of the proposed scheme are as follows:

- i. The scheme proposes to build a flood wall and gates at the top of Chantry Lane close to the line of The Chantry drive. The gate would be open under normal circumstances and would be closed by the Environment Agency during high magnitude flood events.
- ii. The existing wall along the Dell boundary with the Chantry Lane would be made watertight.
- iii. A penstock (- a sluice or floodgate for regulating the flow of a body of water) will be added to the sewer which runs along Chantry Lane. This will prevent backflow and surcharging of the Ouse in the sewerage system.
- iv. The proposed scheme will directly better protect 98 residential properties and 19 commercial properties.

The Environment Agency confirmed they are working with the Palace, The Chantry and St Andrew's Trust in regards to the scheme. Wider engagement and public consultation are scheduled for June / July 2019.

19/99 16 **Ward Committee**

The Parish Council are keen to work closely with re-elected Ward Councillor John Galvin for the benefit of the village and has issued an open invitation to him to attend all Parish Council meetings going forward.

In the past, however, this invitation has systematically been declined by Cllr. Galvin who cited a commitment to another meeting on the same night every month. To address that problem, the Parish Council changed the January meeting (to the third Tuesday in the month) and extended the same invitation to attend the meeting. That invitation was also declined by Cllr. Galvin. The Parish Council will continue to invite Cllr. Galvin to attend all future Parish Council meetings for his term of office. (Cllr. Galvin has been asked for a monthly Ward Committee update report in lieu of non-attendance).

It is understood that the Ward Committee (which comprises of Cllr. John Galvin alone) is liaising with the City Council to install a parking layby in the village. The Parish Council has not been consulted with details of this proposal nor, the Parish Council is given to understand, have any village residents. The Parish Council are calling for transparency regarding this particular issue and would question the following:

- i. Confirmation of the legality of a one-person Ward Committee
- ii. The exact amount of Ward Funds which have been ring-fenced to install a layby.
- iii. The exact location of the layby
- iv. The commitment of City of York Council Highways to the cost of the layby.

It is also understood that excess funds remain held-over in the Ward Budget, which falls under the control of the Ward Committee.

19/100 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Mrs Green reminded the meeting that Bishopthorpe Scarecrow Festival will take place on the 6th and 7th July. This is run by Bishopthorpe Junior School and is a fund-raising event.

19/101 18 **Date and time of next meeting – Tuesday 25th June 2019, 7pm – at the Village Hall**

Meeting closed at 8.58 pm